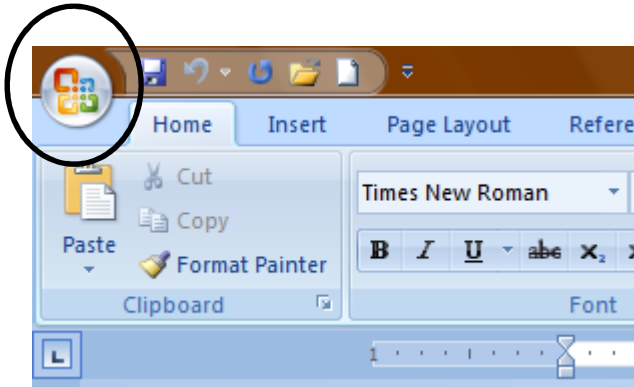


School Newsletters in MS Word

Jacki Campbell © 2008 – campbej@resa.net – 734-334-1303

Once learning a few formatting techniques, you can turn plain text into a fun school newsletter with columns and clipart.



Open Word 2007

Click the Office Button in the top left corner

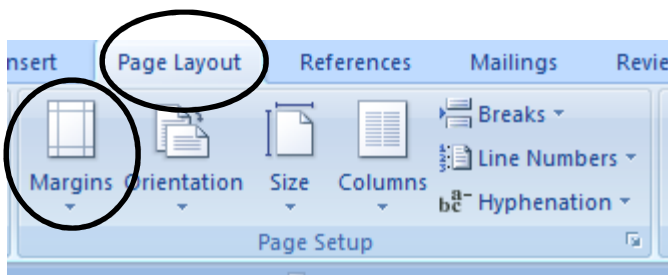
Select Open and find the newsletter file

Change Font Size

Hold down the CTRL key on your keyboard then press the A key. This will highlight your entire document.

Right-click in the highlighted selection

Change the font size to 11 by changing the number, or by clicking the big/little **A**

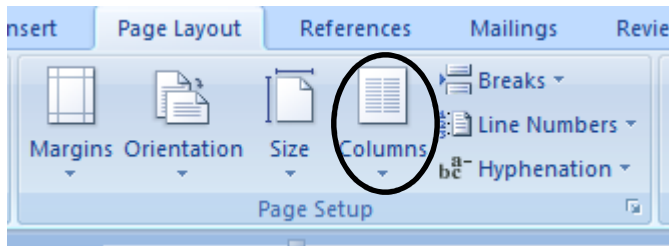


Change Margins

Click the Page Layout tab on the ribbon, then click Margins

We want margins set at 1" on the left/right and 0.5" on top/bottom

Since there is no preset, click Custom Margins (at the bottom)



Columns

With the text still highlighted, click the Columns option and select two

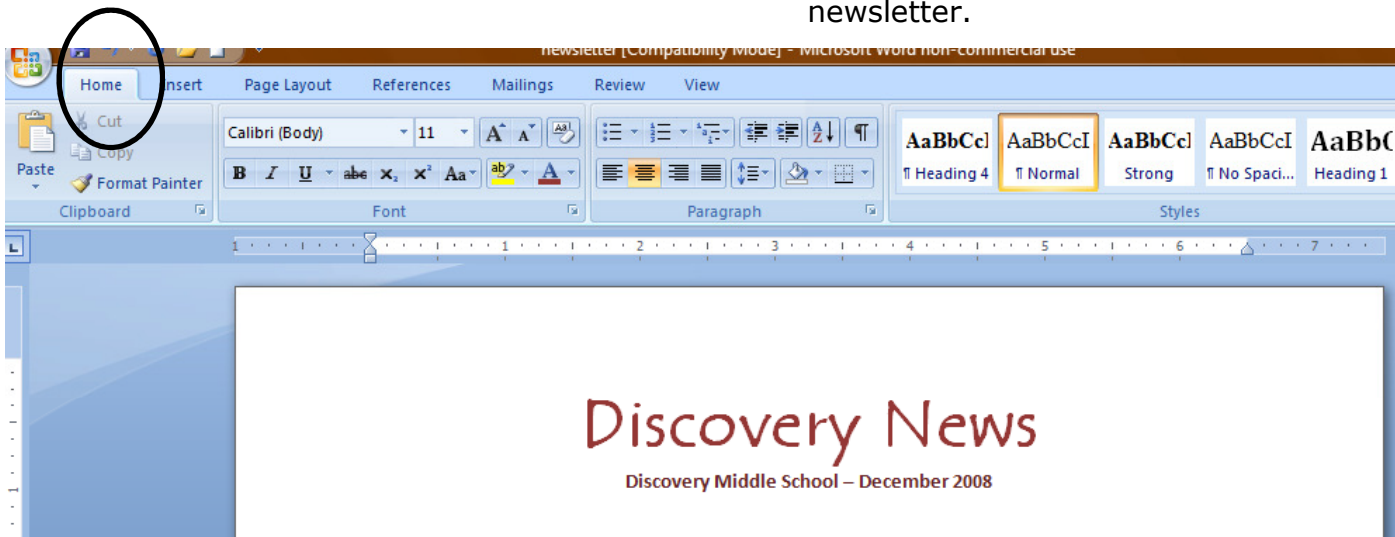
Title

Click in empty space to get rid of highlighting, then highlight just the title of the newsletter

Using the column button, select one column

Right click on the title and center the text

Then Click after the end of the date in the title and hit enter a few times to leave some space between the title and the body of the newsletter.



Click the Home tab

Highlight the first line of the title and change the font and font size so that the title is big and bold across the top of the page.

Change the color by clicking the down arrow next to the text color button.

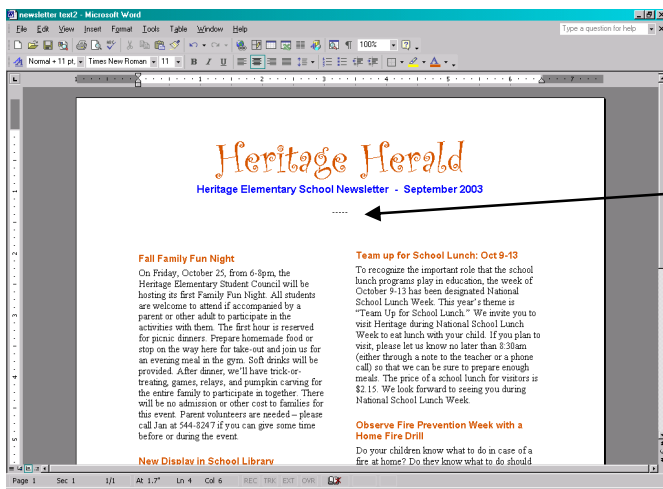
Change the look of the second line of the title by highlighting it and applying font, font size, and color changes.



Highlight the header of the first paragraph and apply formatting (size, color, spacing, etc)

Right-click and then double-click on the paintbrush

Highlight all other headers to apply the same styling... click escape when you're done



Line Separator

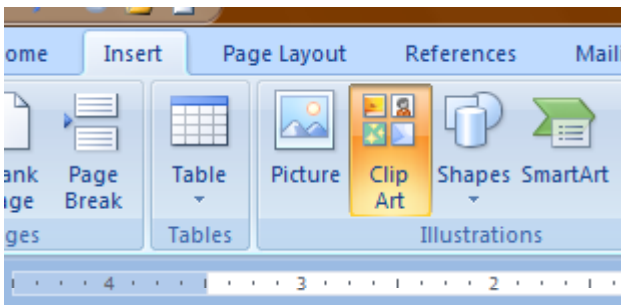
Click in empty space two lines down from the title.

Press the hyphen key at least three times.

Press enter.

A line should now separate the title from the body of the newsletter.

You may have to do some adjusting to make the articles line up nicely. Adding extra spaces between articles will adjust them on the page. When working with other text, adjusting font size, margins, and font styles will also have an effect on spacing.



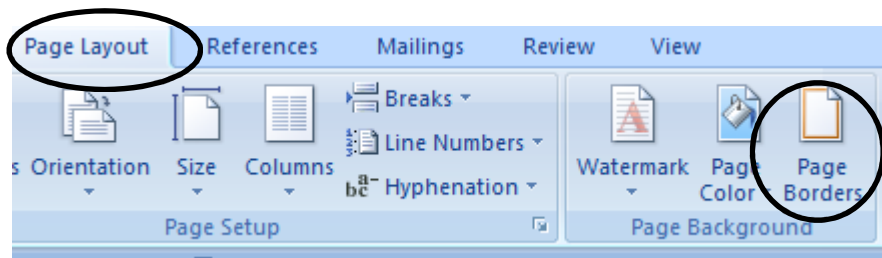
Inserting Clipart

Click the Insert tab on the ribbon then click Clipart

On the left side, enter a keyword to search

When you find the clipart you want to use, click it to make it appear in the newsletter

Once inserted, change the Text Wrapping (Format Tab) to square so that you can move it around



Page Border

Click the Page Layout tab on the ribbon

Click Page Borders to apply a border around the outside of the page

If the newsletter will be shared electronically (and not printed), a page color is also a nice touch